



## BOX PARISH COUNCIL

### MINUTES OF A REMOTE MEETING OF THE CEMETERY MANAGEMENT COMMITTEE HELD BY ZOOM ON 7<sup>th</sup> SEPTEMBER 2020

1. **Present:** Councillors: N. Botterill (Chairman); R. Campbell;  
R. Smith; A. Woollard  
Mrs Carey (Clerk)
2. **Apologies:** Cllrs D. Evans; S. Parker; M. Tye
3. **Absent:** Nil
4. **Public Question Time:** There were no members of the public present
5. **Actions:** See Appendix to the Minutes
6. **Minutes:** The Minutes of the remote Meeting held on 6<sup>th</sup> July 2020 were taken as read and will be signed as being a true record at the next proper meeting.
7. **Matters Arising from the Minutes.**
  - a. **Lodge Maintenance:** The remaining work to the Lodge had been completed. A request had been received from the Agents for the Council to consider the possibility of putting in a shower. It was agreed to ask a plumber for his advice and a quotation for the work.  
  
**Garden:** The contractors had sprayed the weeds. A quotation of £190 had been received to plant ground cover plants. This quotation was agreed and the contractor will carry out the work shortly.  
  
**Parking area by Lodge:** Clerk to remind the contractor again about the work being carried out.
  - b. **Chapel and Lodge Roof:** Listed Building permission had been granted. The contractors are liaising with the Listed Buildings Officer re the pre-conditions attached to the permission and the work to the roof will be carried out shortly.
  - c. **Hobbs Memorial:** Monitor regularly
  - d. **War Memorial:** Monitor regularly
  - e. **Trees:** The laurel bush on the path to the bottom shed is very overgrown and is blocking the path for the mower. It was agreed that the Groundsman would coppice this right down so that it could reshoot. Clerk to remind Joe Thomas about a copy of the tree survey
  - f. **Hedges:** The contractors had looked at all the hedges and quotes received as follows:

Hedge at rear of Chapel – to cut to height of approximately 1.5m	£260 + vat
Hedges either side of the track	410 + vat
Hedge (east of graveyard down towards the road and north side above Track) to height of 1.5 m and take in sides of hedge	1850 + vat
  - g. **Secret Garden:** Continue to monitor
  - h. **Driveway/new access:** Clerk to ask for the work for the two parking spaces outside the Lodge to be carried out. *See minute under a above*

- i. **CCTV:** Cllr Botterill had checked the card and found it to be working as planned, recording short video clips each time the motion sensor is triggered.
- j. **Notice board:** The new wooden notice board was now in position
- k. **Cemetery gates:** The Listed Buildings Officer has stated that the iron gates could be held back on stays which could be installed without listed building contents. She suggested three local blacksmiths who should be able to supply these. Quotations for the work to be obtained.

**8. Health and Safety Issues:**

- **Safety of headstones:** Further check of the headstones to be carried out in September.
- **Risk Assessments:** The risk assessments were reviewed and updated. It was confirmed that an inspection on the Lodge roof had been carried out. The front boundary wall needs repointing.

**9. Mapping of the graves:** Cllr Smith is completing this

**11. Green Burials:** Quotation received for two concrete posts to mark the positioning of the Green Burials received from J.H. Jones & Sons in the sum of £260 + vat. It was **recommended** that this be accepted. A map would need to be drawn up.

**12. Grave spaces and future use:** The Committee discussed what needed to be done to prepare the new field before this can be used and it was agreed that a survey would have to be carried out to establish the depth of the land. It was proposed that the survey be carried out in the Autumn and Cllr Botterill will pursue this.

**13. Management of the Cemetery:** Meeting held with the Cemetery Contractors to look at the flower beds and bushes at the top of the Cemetery which need attention. This was discussed and it was agreed that the four flower beds be removed and replaced with small trees 6-8 ft max such as flowering cherries. It was also agreed to put Acers either side of the bench. Cllr Botterill to pursue this and ask J.H. Jones & Sons and two other contractors for a quotation for the work.

**14. Items for discussion:**

**Items on graves and photos on headstones:** This was discussed and the Committee had no problem with small photos on the headstones. Regarding the number of items being placed on the graves it was agreed to look at this and make a list of all the graves where this was happening and to contact the next of kin where possible.

**15. Correspondence:**

- Letter received from the Jenks family regarding the state of the family graves. A meeting had been held with the contractors and it had been agreed to exclude the Jenks family graves and that these would be looked after by the family. A letter to be sent to the family apologising for this. The cemetery contractors would be contacted. The family would also be asked not to use plastic pots on the grave.
- **Request for a bench:** After discussion it was agreed with the policy of the Council not to allow any more benches in the Cemetery
- **Charge for permission to erect a headstone:** Letter from a parishioner who had been upset by the stonemasons including a charge to the Parish Council for the erection of a headstone. It was agreed to write to her explaining that this was normal procedure to cover the administration costs and any future maintenance of the headstone.

**16. Headstones:** The following applications had been received;

Additional inscription	-	Rex Naylor dec'd	James Long
Erection of tablet	-	Chris Phillips dec'd	James Long
Erection of headstone	-	Eric Callaway dec'd	James Long

**17. Items of report and future agenda items:**

- It was reported that black rubbish bags had been dumped in the hedge by the small path behind the Lodge. Clerk to ask the Groundsman to remove these

**18. Date of next meeting:** 2<sup>nd</sup> November 2020

*Meeting closed at 6.55 pm*

**Chairman**